Native Village of Eyak 110 Nicholoff Way P.O. Box 1388 Cordova, Alaska 99574-1388 P (907) 424-7738 * F (907) 424-7739 www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Traditional Harvesting Assistant

The Traditional Harvesting Assistant works with both the Traditional Harvesting Coordinator and Subsistence Boat Captain and reports to the Cultural Director. This position fills in on fishing days, as well as helps processing fish during the season.

Team: Cultural Center **Salary Range:** \$14.00-\$16.00 per hour **Reports to:** Cultural Director **Schedule:** Seasonal, Varies, 25-40hrs/week

FLSA Status: Non-Exempt Last Revised: April 2021

The incumbent performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties

- Responsible for practicing safe work standards and promoting an incident free work environment.
- Assists with NVE subsistence fishing, gathering and hunting trips with NVE Tribal Members and Subsistence Boat Captain.
- Sail as assistant on boat trips.
- Assists advertising to potential tribal members the opportunity to participate in the NVE Traditional Harvesting Program.
- Processes 25% of fished, hunted and gathered food to be stored and given out to elders and used at NVE events.
- Prepares recommendations for work and initiate procurement of materials.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Must have the ability to work for long hours outdoors, experience working on boats and the ability to complete work safely and efficiently using power and hand tools. Ability to effectively communicate to tribal members and give clear instructions. Knowledge of cold-water survival skills. Ability to multitask required. Ability to complete complex work using problem solving techniques.

Experience Requirement

Experience with local subsistence activities preferred.

Educational Requirement

High school diploma or equivalent required. Valid Alaska Driver's License preferred.

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Performance Standard

The work is performed both in the office and outdoors. The position may require a considerable amount of physical activity while conducting work. The position requires that applicants are in sufficient condition to perform physically demanding tasks.

Environmental Factors

Majority of work will be completed out of doors. Possibility of remote/cold water survival situations. Work with include exposure to severe weather (heat, cold and wet), hazards associated with power tools, hazards associated with being on boats in open water. Work will be conducted in remote settings, often on open water and in office settings. This position entails risks of injury from using power tools and operating boats on water as well as normal risks of physical labor done in the outdoors.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature	Date	Supervisor Signature	Date
Team Leader Signature	 Date		